

## **Bereavement Leave**

All regular, full time and part time employees will receive five (5) days (up to 40 hours) of paid leave and time off for the death of the employee's spouse, children, or stepchildren, and three (3) days (up to 24 hours) of paid leave and time off for a death of a mother, father, brother, sister, stepparent, grandchild, grandparent, spouse's grandparent, mother-in-law and father-in-law, sister-in-law and brother-in-law, and daughter-in-law and son-in-law. The employee must notify his/her supervisor of the situation as soon as possible.